

Concept-Proposal Advisory Support Statement of Work (SOW)

Background

The rapidly escalating pace at which NASA Headquarters (HQ) is releasing announcements of opportunities and/or research announcements for Space-based science instruments and science-driven missions has resulted in the need for a readily accessible pool of experienced external experts to serve on NASA's Goddard Space Flight Center's (GSFC) science-driven, mission concept development strategic planning activities and proposal Blue/Red Team review panels. Due to the time-critical nature of these planning and review functions, the ability to go from an initial request for support to the in-place realization of the support must be on the order of one to two weeks, or less.

Scope

The need for this support, while yearly in nature, will be situational in implementation. This is as a result of the changing dates and requirements from NASA's HQ, Request for Proposals under diverse Announcements of Opportunity (AOs) and/or Research Announcements. NASA's GSFC's New Opportunities Office (NOO, code 101) will request support for this SOW as it recognizes the need for strategic planning activities and proposal review panels that would benefit from an external perspective.

The Contractor Shall

1. Provide experience-based perspective relative to the current and future direction of NASA's planetary/earth sciences/astrophysics/heliophysics science divisions as it relates to directed and competitively-awarded missions and instruments.
2. Support, in person, meetings/reviews held at NASA's GSFC – not to exceed 2 days in duration.
3. Interact with NASA's Goddard Space Flight Center personnel via telephone, email, and internet-based applications (e.g., WebEx, Skype).
4. Sign a NDA covering all participation in GSFC reviews
5. Have no Conflicts of Interest relative to work being supported at NASA HQ or NASA Centers other than the NASA's Goddard Space Flight Center.
6. Provide written documentation of his/her opinions and any concerns that he/she holds that could result in a "high risk" determination by NASA's HQ relative to a potential weaknesses and/or strengths for instrument or mission concepts.

Requirements

1. Offerors shall demonstrate domain expertise in NASA's planetary/earth sciences/astrophysics/heliophysics (herein called "SMD") mission.

2. Offerors shall demonstrate expertise in interactions with the NASA Technical, Management, and Cost (TMC) team based within the Science Office for Mission Assessments (SOMA).
3. Offerors shall demonstrate active involvement in NASA HQ-requested, National Academy of Science Decadal Surveys addressing science priorities that SMD missions/instruments would support.
4. Offerors shall demonstrate the ability to support, in person, reviews held at NASA's Goddard Space Flight Center.
5. Offerors shall demonstrate the ability to interact with NASA's Goddard Space Flight Center personnel via telephone, email, and internet-based applications (e.g., WebEx, Skype).
6. Experience/involvement in the formulation of official NASA Science Guidance documents (e.g., "[year] Science Plan For NASA's Science Mission Directorate")
7. Acceptance of signing a non-disclosure agreement (NDA) covering all participation in Goddard Space Flight Center reviews in addition to no conflicts of interest relative to work being supported at NASA Centers other than the NASA's Goddard Space Flight Center.
8. Participation in the creation of selection criteria for opportunities within the planetary/earth sciences/astrophysics/ heliophysics (herein called "SMD") mission/instrument selection process.

Deliverables or Delivery Schedule

The Contractor shall provide written documentation of his/her opinions and any concerns that he/she holds that could result in a "high risk" determination by NASA's HQ relative to a potential weaknesses and/or strengths for instrument or mission concepts within two weeks of participating in a GSFC strategic discussion or proposal Blue or Red team review.

Place of Performance

The vast majority of the work will be performed at the NASA's GSFC in Greenbelt, Maryland. The balance of the work will be performed at the support personnel's facility (e.g., documenting comments, interacting with GSFC personnel via telephone, email and internet-based applications).

Period of Performance

Three (3) years, with individual task assignments, each with its own discrete period of performance.